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8 June 1971

MEMORANDUM FOR: Chief/ALT
THROUGH : DCOS/ST
SUBJECT : CS Records, Achievement and Planning
Information

1. No significant changes have been made in any of the CS Records Courses in FY 71.

2. A significant change is now in process for FY 72, the preparation of a four-day CS Records Package, which is intended to combine the most important elements of CS Records I and II. This package was devised for two reasons:

- a. Since the elimination of OFC, CSCTs will go directly from the introductory IWA to an interim assignment at an area desk. They will require Records training to prepare them for name-tracing and other operational support work.
- b. Since BOC is supposed to prepare its students for duty at Headquarters as well as the Field, the Records package will be used to train those students who have no experience in this field. CSCTs, former members of RID/CE, and those who have taken CS Records I and II, will be excused.

3. No additional expense is anticipated in preparing the Package, other than the preparation of training materials. Most of the instruction will be by OS/ST, with a minimum of guest speakers from other elements.

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4. Please note that the Package does not eliminate the regular presentation of CS Records I and II. It will be given only to CSCTs or BOC students. I anticipate continued demand for Records I as a prerequisite for CS Records III (the Records Officer briefing) and for CS Records I and II, for students who will probably never be enrolled in BOC.

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Chief Instructor

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